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2 MAR 1981 **DIGITAL REGISTRY**  
**FILE: Committees**

MEMORANDUM FOR: Deputy Director of Central Intelligence  
VIA: Director of Training and Education  
FROM: William N. Hart  
Chairman, Language Development Committee  
SUBJECT: Report of the Language Development Committee  
for FY 1980

Attached is the report of the Language Development Committee for FY 1980. This report shows the Agency's foreign language skills inventory, analyzes trends, and compares position requirements with staffing. It also describes the level of activity in the Office of Training and Education Language School during the year in teaching as well as in testing. Language training taken at non-CIA facilities is shown on page 35. The report also summarizes the results of the Language Incentive Program as to the level of participation and the amount of cash awards. Finally, the language skills new employees brought to the Agency during the year are listed and analyzed.

/s/ William N. Hart

William N. Hart

Attachment

Unclassified When  
Separated From Attachment

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SUBJECT: Report of the Language Development Committee  
for FY 1980

Distribution:

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<b>TRANSMITTAL SLIP</b>		DATE 13 March 1981
<b>TO:</b> Mr. Hugel		
ROOM NO.	BUILDING	MH
<b>REMARKS:</b>		3/19/81
<p>Attached is the Language Development Committee material you asked Mr. Hart about this morning.</p>		
Karen		
<b>FROM:</b>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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**REPORT OF THE**

**LANGUAGE  
DEVELOPMENT  
COMMITTEE**

**FISCAL YEAR 1980**

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Language Development Committee for  
FY 1980 (U)

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25X1

REPORT OF THE  
LANGUAGE DEVELOPMENT COMMITTEE FOR  
FY 1980 (U)

SUMMARY OF HIGHLIGHTS

During FY 1980, the rate of loss of speaking skills at the minimum professional proficiency level or better stabilized somewhat over previous years with a gain of .3% during FY 1980 compared to a 4.14% loss in FY 1979. (U)

The number of full-time students enrolled in Language School courses in FY 1980 decreased by 12.6% from that reported in FY 1979. However, there was an increase of 15% over FY 1979 in part-time enrollments for Language School courses. (U)

In FY 1980, as in previous years, the majority of Language School students in full-time classes were unable to stay in training for the advertised length of the course. (U)

The total cost of the first year of the LIP was \$1,041,499 which consisted of 927 Use Awards totalling \$896,799, 113 Achievement Awards totalling \$105,250, and 72 Maintenance Awards totalling \$39,450. (C)

As of 1 October 1980, there were 2,314 Unit Language Requirements (ULRs)\* identified by Agency components, an increase of 7% over FY 1979. 67% of these requirements were either fully or partially satisfied in FY 1980 as compared to 59% in FY 1979. (C)

Nominations to the Language Achievement Program increased by more than 200% in FY 1980 over FY 1979. (U)

2,546 proficiency tests were administered by the Language School in the Office of Training and Education (LS/TE) during FY 1980, an increase of 28% above the 1,996 given in FY 1979. 22% of these tests were given to prospective career trainees. (C)

The LS/TE developed a Recorded Oral Proficiency Examination (ROPE) in 16 different languages to test the speaking proficiencies of employees overseas. During FY 1980, 394 ROPE tests were sent to the field. (U)

\*explained on page 9.

## DEFINITION OF SPEAKING LANGUAGE PROFICIENCY LEVELS

Elementary Proficiency (S-1): Able to satisfy routine travel needs and minimum courtesy requirements.

Limited Working Proficiency (S-2): Able to satisfy routine social demands and limited work requirements.

Minimum Professional Proficiency (S-3): Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

Full Professional Proficiency (S-4): Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

Native or Bilingual Proficiency (S-5): Speaking proficiency equivalent to that of an educated native speaker. (U)

## FOREIGN LANGUAGE SKILLS INVENTORY

During fiscal year 1980, the Agency's inventory of foreign language speaking skills at the minimum professional proficiency level (S-3) and higher stabilized at about 1979 levels. This leveling off of available language skills is a welcome change from the preceding five-year pattern of consistently declining assets, but it does not recoup the losses which have occurred from 1975 to the present. The following chart shows the number of S-3, S-4, and S-5 skills possessed by staff personnel in 1975, 1979, and 1980. A more complete inventory of current Agency foreign language skills is presented in Table 1 on page 4. (C)

CHART 1

CIA Speaking Skills at S-3 and Better

Table 1 shows the change in S-3 and better language skills of Agency staff personnel relative to changes in staff strength. While both the rate of change in staff strength and in S-3 and better language skills changed only slightly from FY 1979, it is interesting to note that the move was in opposite directions, with staff strength increasing by .3% and the number of staff personnel with S-3 and better skills decreasing by .6%. (C)

TABLE 1

Professional-level Speaking Skills  
Versus Agency Staff Personnel Strength  
(1974-1980)

<u>Year</u>	<u>S-3 and Better Skills</u>	<u>% Change</u>	<u>Staff Strength</u>	<u>% Change</u>	
25X1 1974	[REDACTED]	(-1.8)	[REDACTED]	(-4.2)	25X1
1975	[REDACTED]	(-3.0)	[REDACTED]	(-3.1)	
1976	[REDACTED]	(-3.9)	[REDACTED]	(+1.5)	
1977	[REDACTED]	(-2.2)	[REDACTED]	(-1.0)	
1978	[REDACTED]	(-3.5)	[REDACTED]	(-1.6)	
1979	[REDACTED]	(-4.1)	[REDACTED]	(-1.7)	
1980	[REDACTED]	(-0.6)	[REDACTED]	(+0.3) (S)	

The following tables illustrate speaking capabilities of Agency staff employees at the Minimum Professional Level (S-3) and above in both the principal languages which represent 80% of speaking capability at these levels and in the less commonly used languages where Agency staff employees also have professional-level speaking capability. The data for FY 1980 is contrasted with that for fiscal years 1979 and 1975, and the rate of change occurring during the last five years has been calculated. Overall staff speaking capabilities in the ten principal languages declined by approximately 16% from that available in FY 1975. Among the principal languages, only Chinese (up 24.7%) and Arabic (up 6.4%) showed increases. The loss during the five-year period was especially significant in French (-20.0%), Spanish (-18.8%), German (-31.5%), and Greek (-30.8%). Russian, Italian, Portuguese, and Japanese professional-level speaking capabilities also declined in FY 1980 from that of FY 1975. (C)

TABLE 2

Speaking Capabilities at Professional  
Levels in the Principal Languages

<u>Language</u>	<u>1975</u>	<u>1979</u>	<u>1980</u>	<u>Change in Speaking Skills 1975-1980</u>
French				
Spanish				
German				
Russian				
Chinese				
Italian				
Portuguese				
Japanese				
Arabic				
Greek				
TOTAL				25X1
			(-15.9%)	(C)

Agency professional-level speaking capability in the lesser-used languages decreased by approximately 3% compared to FY 1975. Losses in Norwegian, Swedish, Persian, and Polish were somewhat offset by gains in Hungarian, Serbo-Croatian, and Vietnamese. Comparing FY 1975 with FY 1980, the Agency lost all professional-level speaking capability in Latvian and Luba but gained professional competence in Amharic (1), Icelandic (1), Tagalog (1), and Urdu (1). (C)

TABLE 3

Speaking Capabilities at the Minimum  
Professional Level or Better in the "Smaller" Languages

<u>Language</u>	<u>1975</u>	<u>1979</u>	<u>1980</u>	<u>Change in Speaking Skills 1975-1980</u>	
Albanian				- 1	
Amharic				+ 1	
Armenian				+ 2	
Bulgarian				+ 3	
Burmese				0	
Cambodian				+ 2	
Czech				+ 2	
Danish				- 4	
Dutch				- 2	
Finnish				0	
Haitian-Creole				0	
Hebrew				0	
Hindi				- 1	
Hungarian				+11	
Icelandic				+ 1	
Indonesian				- 5	
Korean				- 2	
Lao				- 2	
Latvian				- 2	
Lithuanian				0	
Luba				- 1	
Nepali				- 1	
Norwegian				- 7	
Pushtu				0	
Persian				-10	
Polish				- 8	
Rumanian				0	
Serbo-Croatian				+ 8	
Slovak				- 1	
Slovenian				0	
Swahili				+ 2	
Swedish				- 9	
Tagalog				+ 1	
Thai				+ 3	
Turkish				- 2	
Ukrainian				+ 3	
Urdu				+ 1	
Vietnamese				+ 9	
Yiddish				- 1	
TOTAL				-10	

(- 2.6%) (C)

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TABLE 4

Speaking Skills S-3 And Above By Language And Level  
As of 30 September 1980

<u>Language</u>	<u>3</u>	<u>3+</u>	<u>4</u>	<u>4+</u>	<u>5</u>	<u>Total</u>	25X1
Albanian							
Amharic							
Arabic, Eastern							
Arabic, Egyptian							
Arabic, Iraqi							
Arabic, Lebanese							
Arabic, Syrian							
Armenian, Western							
Bulgarian							
Burmese							
Cambodian (Khmer)							
Chinese, Cantonese							
Chinese, Mandarin							
Czech							
Danish							
Dutch							
Finnish							
French							
French, Canadian							
German							
Greek, Modern							
Haitian Creole							
Hebrew							
Hindustani (Hindi)							
Hindustani (Urdu)							
Hungarian							
Icelandic							
Indonesian							
Italian							
Japanese							
Korean							

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TABLE 4 (continued)

Speaking Skills S-3 And Above By Language And Level  
As of 30 September 1980

<u>Language</u>	<u>3</u>	<u>3+</u>	<u>4</u>	<u>4+</u>	<u>5</u>	<u>Total</u>
Lao						
Lithuanian						
Nepali						
Norwegian (Bokmal)						
Pashto (Pushtu)						
Persian, Modern						
Polish						
Portuguese, Brazilian						
Portuguese, European						
Rumanian						
Russian						
Serbo-Croatian (Croatian)						
Serbo-Croatian (Serbian)						
Siamese (Thai)						
Slovak						
Slovenian						
Spanish, Castilian						
Spanish, New World						
Swahili						
Swedish						
Tagalog						
Turkish						
Ukrainian						
Vietnamese						
Yiddish						
TOTAL						

25X1

(C)

## UNIT LANGUAGE REQUIREMENTS AND STAFFING\*

During the past fiscal year, ULR positions in the Agency as a whole increased by 7%, from 2,159 in FY 1979 to 2,314 in FY 1980. While the DDO had the greatest increase in absolute numbers (+78) the largest percentage increase, 26% or 17 requirements came from the DDA. NFAC added 35 positions to its requirements and the DDS&T's increased by 25. The locale of the ULRs is 47% foreign field, [redacted]  
[redacted] and 46% Headquarters. (C)

25X1

\*The Agency system for identifying language needs and assessing language capability involves the establishment of Unit Language Requirements. A ULR refers to a statement by a component as to what positions require knowledge of a foreign language, what skills are needed (reading, speaking, understanding), and at what level of proficiency. Using organizational elements, e.g., an overseas station or a Headquarters Branch, as the "Language Unit," the ULR system permits matching of ULR requirements against the skills (reading, speaking, and understanding, or a combination of these) held by any individual in the unit in a specified occupational category. It is important to note that matching is done according to the specific proficiency levels stipulated by the component. This means that, if the requirement for a given language is "3" in reading and speaking, unless the individual possesses at least that level in both skills, the requirements are reported to be partially satisfied if the incumbent possesses some, but a lesser degree of, skill in the language required. (U)

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## FULFILLMENT OF ULRs

During FY 1980, the overall Agency rate of fulfillment increased by 9% for fully-filled ULR positions. The percentage of ULRs partially filled decreased by 1% and those not filled decreased by 8% from FY 1979. These changes can be attributed in part to increased interest in language learning resulting from the implementation of the revitalized Language Incentive Program (LIP) as well as to intensified recruitment efforts to locate language-qualified employees. Also during this fiscal year proficiency tests were administered to many of the previously untested employees who were occupying ULR positions. (U)

The number of partially fulfilled requirements has been counted since a significant number of employees with lower levels of the required skills occupy ULR positions. When this category is included, requirements which are fully or partially satisfied amount to 67% of the total number of ULRs. This compares favorably with last year's combined fully and partially filled rate of 59%. The following table presents the overall Agency picture with respect to Unit Language Requirements. (U)

TABLE 6

Fulfillment of ULRs by Directorate--FY 1980

<u>Directorate</u>	<u>No. of ULRs</u>	<u>No. Fully Filled</u>	<u>No. Partially Filled</u>	<u>No. Not Filled</u>
DDA	83	65 (78%)	6 (7%)	12 (15%)
NFAC	570	204 (36%)	122 (21%)	244 (43%)
DDS&T	300	190 (63%)	48 (16%)	62 (21%)
DDO	[REDACTED]	[REDACTED] (43%)	[REDACTED] (24%)	[REDACTED] (33%)
TOTAL	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] (C)

DDO Unit Language Requirements

The number of Unit Language Requirements in the DDO has increased [redacted] over the FY 1979 figure. [redacted] of these requirements are in the [redacted] which identified language positions for the first time. The remainder of the requirements were added throughout the year as needs were identified in the components. Some additions resulted from the increased awareness of language use attributable to the Language Incentive Program. (C)

The percentage of Unit Language Requirements in the DDO which are fully satisfied jumped from 31.4% in FY 1979 to 43% in FY 1980. This increase is due in part to the increased amount of testing being carried out in the Headquarters area as well as in the field through TDY testers and use of the Recorded Oral Proficiency Examination (ROPE). (C)

25X1  
25X1

TABLE 7

Fulfillment of ULRs by Division--DDO  
FY 1980

<u>Division</u>	<u>No. of ULRs</u>	<u>No. Fully Filled</u>	<u>No. Partially Filled</u>	<u>No. Not Filled</u>
AF	[redacted]	(24%)	[redacted] (49%)	[redacted] (27%)
EA	[redacted]	(41%)	[redacted] (17%)	[redacted] (42%)
EUR	[redacted]	(42%)	[redacted] (26%)	[redacted] (32%)
IAD	[redacted]	(46%)	[redacted] (19%)	[redacted] (35%)
LA	[redacted]	(67%)	[redacted] (13%)	[redacted] (20%)
NE	[redacted]	(53%)	[redacted] (22%)	[redacted] (25%)
SE	[redacted]	(26%)	[redacted] (17%)	[redacted] (56%)
TOTAL	[redacted]	(54%)	[redacted] (19%)	[redacted] (27%)
		(19%)	[redacted] (43%)	[redacted] (38%)
		(43%)	[redacted] (24%)	[redacted] (33%) (S)

25X1

Africa Division (AF)

Overseas Requirements	<u>FY 1979</u>	<u>FY 1980</u>	
Number of Units			25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(38%)		
Partially	(42%)		
Not Filled	(20%)		
Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>	
Number of Units			25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(28%)		
Partially	(30%)		
Not Filled	(42%)		

A recent major organizational change in AF Division resulted in fewer Headquarters language units. It should be noted that AF's ULRs do not now accurately reflect the changes brought about by the reorganization, which leaves many of the Headquarters ULRs vacant. These requirements will soon be revised. One new language requirement was identified at [redacted] creating a new foreign field unit during the year. In FY 1980, 83% of the Division's overseas requirements were fully or partially satisfied. (S)

25X1

		<u>FY 1979</u>
		<u>FY 1980</u>

Number of Units

Number of Requirements

Requirements Satisfied:

Fully

Partially

Not Filled

(12%)

(44%)

(44%)

25X1

Headquarters Requirements

FY 1979FY 1980

Number of Units

Number of Requirements

Requirements Satisfied:

Fully

Partially

Not Filled

(40%)

(40%)

(20%)

(S)

25X1

25X1

[redacted] had not identified ULRs prior to FY 1980. (U)

East Asia Division (EA)

Overseas Requirements	<u>FY 1979</u>	<u>FY 1980</u>	
Number of Units			25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(23%)		
Partially	(24%)		
Not Filled	(53%)		
 25X1	 FY 1979	 FY 1980	
Number of Units			25X1
Number of Requirements			
Requirements Satisfied:			
Fully	( 6%)		
Partially		(96%)	
Not Filled	(94%)	( 4%)	
Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>	
Number of Units			25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(50%)		
Partially		(87%)	
Not filled	(50%)	(13%) (S)	

EA Division's ULRs have remained stable through the past year with changes occurring chiefly in the proficiency levels required. Changes in the unit numbers were due to past errors in reporting the location of [redacted] as Headquarters units and the elimination of [redacted] as a language unit. Testing of field personnel continues to be a problem in EA Division; however this problem should soon be resolved through field testing by OTE and FSI testers and use of the Recorded Oral Proficiency Examinations. (S)

25X1

25X1

25X1

25X1  
25X1

Europe Division (EUR)

Overseas Requirements	<u>FY 1979</u>	<u>FY 1980</u>	
Number of Units			25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(27%)		
Partially	(33%)		
Not Filled	(40%)		
Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>	
Number of Units			25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(44%)		
Partially	(12%)		
Not Filled	(44%)		

New language units were established in French and German Bases this year. The increase from 27% to 41% of fully satisfied requirements in field ULRs reflects the effort made in the past year to get EUR people tested. A great deal of this testing has been done in the field by OTE and FSI testers and by ROPE. (S)



25X1

International Activities Division (IAD)

Overseas Requirements	<u>FY 1979</u>	<u>FY 1980</u>	25X1
Number of Units			
Number of Requirements			
Requirements Satisfied:			
Fully			
Partially			
Not Filled	(100%)	(100%)	
Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>	25X1
Number of Units			
Number of Requirements			
Requirements Satisfied:			
Fully			
Partially			
Not Filled	(58%) (17%) (25%)	(77%) (15%) ( 8%) (S)	

IAD has had few changes during the past year. One foreign field requirement was transferred to EUR Division, and Headquarters requirements increased by one. Additionally, testing of Headquarters personnel has increased, improving the fully or partially met requirements by 17%. (S)

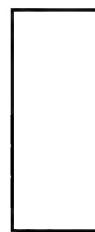
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Latin America Division (LA)

## Overseas Requirements

FY 1979FY 1980

Number of Units



25X1

Number of Requirements  
Requirements Satisfied:

- Fully
- Partially
- Not Filled

(52%)  
(20%)  
(28%)

(49%)  
(23%)  
(28%)

Number of Units



25X1

Number of Requirements  
Requirements Satisfied:

- Fully
- Partially
- Not Filled

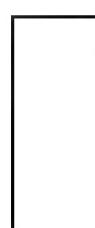
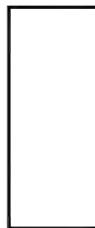
(67%)  
(33%)

(38%)  
(62%)

## Headquarters Requirements

FY 1979FY 1980

Number of Units



25X1

Number of Requirements  
Requirements Satisfied:

- Fully
- Partially
- Not Filled

(49%)  
(12%)  
(39%)

(65%)  
(13%)  
(22%)

(S)

The number of foreign field language requirements fully met declined from 69% in FY 1978 to 52% in FY 1979 and continued to decline in FY 1980 to 49%. The contributing factor recognizable from existing records is an increase in the number of positions listed as vacant at the time of survey: 10 in FY 1979 and 17 in FY 1980. Headquarters requirements show a significant increase in tested skills. The number of Headquarters units more than doubled due to a breakdown of existing units to allow a more accurate input into the Language Control Register. (S)

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Near East Division (NE)

Overseas Requirements	FY 1979	FY 1980	
Number of Units	[redacted]	[redacted]	25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(21%)		
Partially	(20%)	(25%)	
Not Filled	(59%)	(15%)	
Headquarters Requirements	FY 1979	FY 1980	
Number of Units	[redacted]	[redacted]	25X1
Number of Requirements			
Requirements Satisfied:			
Fully	(28%)	(36%)	
Partially	(36%)	(28%)	
Not Filled	(36%)	(36%)	(S)

Due to the difficulty (e.g., Arabic) and relative obscurity (e.g., Bengali, Hindi, and Urdu) of some of the language requirements for the Division, NE continues to show the majority of its overseas ULRs unfilled. The situation is somewhat better at Headquarters. [redacted] of the unfilled requirements overseas are for Persian [redacted]. As yet, there is no Arabic ROPE available for dissemination. (S)

25X1  
25X1

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Soviet/East Europe Division (SE)

Overseas Requirements	<u>FY 1979</u>	<u>FY 1980</u>	25X1
Number of Units			
Number of Requirements			
Requirements Satisfied:			
Fully	(37%)		
Partially	(59%)	(41%)	
Not Filled	(4%)	(33%)	
Not Filled		(26%)	
Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>	25X1
Number of Units			
Number of Requirements			
Requirements Satisfied:			
Fully	(29%)	(57%)	
Partially	(15%)	(16%)	
Not Filled	(56%)	(27%)	(S)

Increased testing of linguists in the Headquarters translation units resulted in a 28% increase in fully satisfied Headquarters requirements. Field requirements remain basically the same as in the previous year, with the 4% increase in fully satisfied requirements somewhat offset by a 26% decrease in those partially satisfied and a 22% increase in requirements not filled. (S)

NFAC Unit Language Requirements

NFAC Unit Language Requirements were not reviewed or updated during FY 1980 (with the exception of a few minor adjustments made at the beginning of the fiscal year); therefore, ULRs identified during FY 1979 were carried over to support FY 1980 figures. Requirement fulfillment for FY 1980 was calculated on the basis of tested information on the incumbent as of FY 1979. This method of calculation does not provide accurate information on the actual fulfillment rate of present incumbents but allows interesting statistics on testing and increased proficiency of a given group of people in one year's time. Four percent of NFAC's people in ULR positions who had not previously been tested were tested during the year, and the rate of fully fulfilled ULRs increased by five percent. (U)

Although NFAC elected to suspend payment of Language Use Awards for its Headquarters personnel effective 29 December 1979, the Language Incentive Program has had some impact on the Directorate. Of the 37 requirements that showed some improvement in the incumbent's proficiency, 78% were participants in the Language Achievement Program, or, having no previous record of testing, were tested in order to receive the Language Use Award before the Use Program was suspended. In other cases the incumbents received language training and, therefore, could have been in the Achievement Program, occupied positions for which the requirements were subsequently lowered, or established their proficiency level through recovered past test scores. (U)

TABLE 8

Fulfillment of ULRs by Office--NFAC  
FY 1980

<u>Office</u>	<u>No. of ULRs</u>	<u>No. Fully Filled</u>	<u>No. Partially Filled</u>	<u>No. Not Filled</u>
OCR	77	42 (54%)	9 (12%)	26 ( 34%)
OER	154	56 (36%)	40 (26%)	58 ( 38%)
OGSR	54	13 (24%)	11 (20%)	30 ( 56%)
OPA	226	72 (32%)	43 (19%)	111 ( 49%)
OSWR	3	1 (33.3%)	1 (33.3%)	1 ( 33.3%)
OSR	25	12 (48%)	8 (32%)	5 ( 20%)
RES	2	0	1 (50%)	1 ( 50%)
25X1	[REDACTED]	28	8 (29%)	9 (32%)
	OIA	1	0	1 (100%)
	TOTAL	570	204 (36%)	122 (21%)
				244 ( 43%) (U)

25X1 [REDACTED]

Office of Central Reference (OCR)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	14	14
Number of Requirements	77	77
Requirements Satisfied:		
Fully	36 (47%)	42 (54%)
Partially	11 (14%)	9 (12%)
Not Filled	30 (39%)	26 (34%) (U)

Office of Economic Research (OER)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	29	29
Number of Requirements	156	156
Requirements Satisfied:		
Fully	51 (33%)	57 (37%)
Partially	39 (25%)	41 (26%)
Not Filled	66 (42%)	58 (37%) (U)

Office of Geographic and Societal Research (OGSR)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	9	9
Number of Requirements	56	56
Requirements Satisfied:		
Fully	9 (16%)	13 (23%)
Partially	13 (23%)	11 (20%)
Not Filled	34 (61%)	32 (57%) (U)

Office of Political Analysis (OPA)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	9	9
Number of Requirements	216	216
Requirements Satisfied:		
Fully	60 (28%)	69 (32%)
Partially	42 (19%)	40 (18%)
Not Filled	114 (53%)	107 (50%) (U)

Office of Scientific and Weapons Research (OSWR)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	2	2
Number of Requirements	3	3
Requirements Satisfied:		
Fully	1 (33.3%)	1 (33.3%)
Partially	1 (33.3%)	1 (33.3%)
Not filled	1 (33.3%)	1 (33.3%) (U)

Office of Strategic Research (OSR)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	11	11
Number of Requirements	25	25
Requirements Satisfied:		
Fully	11 (44%)	12 (48%)
Partially	8 (32%)	8 (32%)
Not filled	6 (24%)	5 (20%) (U)

Requirements and Evaluation Staff (RES)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	1	1
Number of Requirements	2	2
Requirements Satisfied:		
Fully	0	0
Partially	1 (50%)	1 (50%)
Not filled	1 (50%)	1 (50%) (U)

RES designated two ULRs during the year (Russian - 1 and Russian or Spanish - 1). One requirement is partially filled; the other is vacant. (U)

25X1

Office of Imagery Analysis (OIA)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	0	1
Number of Requirements	0	1
Requirements Satisfied:		
Fully	0	0
Partially	0	1 (100%)
Not filled	0	(U)

DDS&T Unit Language Requirements

The overall status of S&T requirements has not changed much during the past fiscal year. FBIS maintains a high level of language competency. OSO and OTS are experiencing difficulty in testing field personnel due to requirements limited to reading and/or understanding skills which are impossible to test while the individual is in the field. (U)

TABLE 9

Fulfillment of ULRs by Office--DDS&T  
FY 1980

<u>Office</u>	<u>No. of ULRs</u>	<u>No. Fully Filled</u>	<u>No. Partially Filled</u>	<u>No. Not Filled</u>
FBIS	150	137 (91%)	0	13 ( 9%)
OSO	116	33 (28%)	43 (37%)	40 (34%)
OTS	34	21 (62%)	5 (15%)	8 (23%)
TOTAL	300	191 (63%)	48 (16%)	61 (21%) (S)

Foreign Broadcast Information Service (FBIS)

<u>Overseas Requirements</u>	<u>FY 1979</u>	<u>FY 1980</u>
------------------------------	----------------	----------------

Number of Units	1	1
Number of Requirements	4	2
Requirements Satisfied:		
Fully	4 (100%)	2 (100%)
Partially	0	0
Not Filled	0	0

<b>25X1</b>	<b>[REDACTED]</b>	<u>FY 1979</u>	<u>FY 1980</u>
-------------	-------------------	----------------	----------------

Number of Units	0	1
Number of Requirements	0	3
Requirements Satisfied:		
Fully	0	3 (100%)
Partially	0	0
Not Filled	0	0

<u>Headquarters Requirements</u>	<u>FY 1979</u>	<u>FY 1980</u>
----------------------------------	----------------	----------------

Number of Units	2	2
Number of Requirements	142	145
Requirements Satisfied:		
Fully	131 (92%)	132 (90%)
Partially	0	0
Not Filled	11 ( 8%)	13 (10%) (U)

During the past fiscal year, FBIS increased its ULR positions by four. The rate of fulfillment in the office remained virtually the same as in FY 1979. The [REDACTED] unit for FY 1980 was incorrectly reported as a foreign field unit in FY 1979. (U)

**25X1**

Office of SIGINT Operations (OSO)

Overseas Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	37	44
Number of Requirements	63	109
Requirements Satisfied:		
Fully	12 (19%)	27 (25%)
Partially	16 (25%)	43 (39%)
Not Filled	35 (56%)	39 (36%)
Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	2	1
Number of Requirements	26	7
Requirements Satisfied:		
Fully	8 (31%)	6 (86%)
Partially	10 (38%)	0
Not Filled	8 (31%)	1 (14%) (S)

The statistics for OSO indicate a significant overall increase in language capabilities for the Office. The Flying Squad which was identified as a Headquarters unit last year now is included in the figures for overseas units. During the reporting period, certain discrepancies between the records of the Language Incentive Program administrative offices and those maintained by OSO were discovered. Since these differences could not be reconciled in time to include in this report, the ULRs shown as well as the fulfillment rates are taken from OSO's records. (S)

Office of Technical Service (OTS)

Overseas Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	13	13
Number of Requirements	19	16
Requirements Satisfied:		
Fully	2 (11%)	8 (50%)
Partially	4 (21%)	4 (25%)
Not Filled	13 (68%)	4 (25%)
Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	3	3
Number of Requirements	21	18
Requirements Satisfied:		
Fully	13 (62%)	13 (72%)
Partially	4 (19%)	1 ( 6%)
Not Filled	4 (19%)	4 (22%) (S)

The Office of Technical Service has revised its Unit Language Requirements downward after reviewing the positions previously designated. Testing records have shown a greatly improved rate of requirement fulfillment in the Office, and overseas requirements fully satisfied increased by 39%. Conversely, those overseas positions not filled decreased by 43%. Fulfillment of Headquarters positions also improved during the fiscal year with a 10% increase in fully satisfied requirements and a 13% increase in those requirements partially satisfied. (S)

DDA Unit Language Requirements

DDA ULRs increased by 17 when OTE decided to designate part-time language instructor positions as requirements. Increased testing of Language School personnel at FSI has provided official records where none were previously available and, therefore, has contributed to a better fulfillment rate for that Office. (U)

TABLE 10

Fulfillment of ULRs by Office--DDA  
FY 1980

<u>Office</u>	<u>No. of ULRs</u>	<u>No. Fully Filled</u>	<u>No. Partially Filled</u>	<u>No. Not Filled</u>
OS	13	4 (31%)	4 (31%)	5 (38%)
OTE	70	61 (87%)	2 ( 3%)	7 (10%)
TOTAL	83	65 (78%)	6 ( 7%)	12 (15%) (U)

Office of Security (OS)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	1	1
Number of Requirements	13	13
Requirements Satisfied:		
Fully	3 (23%)	4 (31%)
Partially	2 (15%)	4 (31%)
Not Filled	8 (62%)	5 (38%) (U)

The 13 ULRs in the Polygraph Branch of the Office of Security remain unchanged with the exception of a better fulfillment rate. There was a 24% increase in requirements fully or partially satisfied and, because the number of requirements remained the same, a corresponding decrease in those not filled. (U)

Office of Training and Education (OTE)

Headquarters Requirements	<u>FY 1979</u>	<u>FY 1980</u>
Number of Units	2	2
Number of Requirements	53	70
Requirements Satisfied:		
Fully	39 (74%)	61 (87%)
Partially	5 (9%)	2 (3%)
Not Filled	9 (17%)	7 (10%) (U)

OTE added its part-time instructor positions to its Unit Language Requirements, bringing total Language School requirements for the office to . The remaining requirements are in the Covert Instruction Division. The results of the testing of language instructors at FSI contributed to a 13% increase in fully satisfied requirements during the period. (U)

25X1

## TRAINING

Internal Training: Full-time enrollments in the OTE Language School decreased during FY 1980, approaching once again the five-year nadir recorded in 1978. Enrollments in part-time training increased, however, by 15% (see Table 11). This may be an indication that while the need for language study is recognized, staffing is not sufficient to free personnel for needed training. The number of FY 1980 enrollments by language and type of training is given in Table 12. (U)

TABLE 11

Language School Enrollments  
from 1 October 1979 to 30 September 1980

Fiscal Year	Number Full-Time	Percent Change Over Previous Year	Number Part-Time	Percent Change Over Previous Year
1975	[redacted]	+ 6.6	[redacted]	-19.2
1976	[redacted]	+10.0	[redacted]	- 5.9
TQ	[redacted]	-	[redacted]	-
1977	[redacted]	-19.3	[redacted]	+20.4
1978	[redacted]	-21.6	[redacted]	+ 3.7
1979	[redacted]	+25.1	[redacted]	-20.6
1980	[redacted]	-12.6	[redacted]	+15.0 (C)

25X1

TABLE 12

Language School Enrollments By Language  
FY 1980

<u>Language</u>	<u>Full-Time</u>	<u>Part-Time</u>
Arabic		
Chinese		
Danish		
French		
German		
Greek		
Hungarian		
Indonesian		
Italian		
Japanese		
Korean		
Persian		
Polish		
Portuguese		
Rumanian		
Russian		
Scandinavian (Familiarization)		
Serbo-Croatian		
Spanish		
Swedish		
Thai		
Turkish		
Vietnamese		
TOTAL		(C)

Attendance and Completion of Language Courses: Another possible sign of limited personnel resources is the time actually spent in language training. In the crucial area of beginning language study, the 151 full-time students who received final training reports had an average attendance of 632 hours or somewhat less than 16 weeks. This figure is only two-thirds of the advertised course length for the shortest beginning course offered at the Language School. Personnel shortages often necessitated the early removal of students and, in many instances, sponsoring components at the outset were unable to schedule students for the full beginning course. The following table gives the advertised course length, average scheduled length of training, and average attendance for students receiving end-of-training reports in the most popular full-time beginning language courses. (C)

TABLE 13

Lengths of Training Time

<u>Language</u>	<u>Number of Students</u>	<u>Advertised Course Length</u>	<u>Average Length of Training Scheduled</u>	<u>Average Length of Training Attended</u>
French	29	24 weeks	17.6 weeks	16.1 weeks
German	19	32 weeks	18.9 weeks	16.5 weeks
Spanish	40	24 weeks	15.6 weeks	13.8 weeks (C)

Attendance remained a serious problem with part-time classes, as well. Nearly one-fourth of those who enrolled in part-time classes completed fewer than ten hours of instruction. This is 8% worse than last year. Furthermore, those who completed sufficient training to receive end-of-training reports missed, on the average, one out of every three classes. (U)

TABLE 14

Number of Students Completing  
More Than 10 Hours of Training

<u>Directorate</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Total</u>	
DDO				25X1
NFAC	5	188	193	
DDS&T	16	22	38	
DDA	2	5	7	
DCI	1	2	3	
<hr/>	<hr/>	<hr/>	<hr/>	
TOTAL			(C)	25X1

Skills Gains as a Result of Language Training: During FY 1980, there were [ ] gains in speaking ability as a result of all types of language training, both on a full-time and on a part-time basis. Thirty of these gains were from lower levels into the minimum professional level of S-3 or better. There also were [ ] gains in reading ability as a result of training, 80 of which were from lower levels into the minimum professional level of R-3 or higher. These results compare well with the 36 speaking gains and 57 reading gains from the lower levels to minimum professional proficiency or better during FY 1979. (U)

Language Training at Non-CIA Facilities: During FY 1980, [ ] individuals received language training in 27 different languages at non-CIA facilities, a 37% increase over the [ ] students who took external language classes in FY 1979.

Twenty-two of these individuals attended [ ]. This represents a 29% increase over FY 1979 when only 17 Agency students attended language classes at [ ] but is about the same as the FY 1974-78 average. Twenty students received their language training at one of nine colleges or universities and the remainder took courses at private language schools, through adult education programs, by tutor or under the auspices of private societies and organizations. (C)

## TESTING

25X1 There were [ ] proficiency tests administered by the  
25X1 OTE Language School during FY 1980, an increase of 28% above  
25X1 the [ ] given in FY 1979. Of these tests, [ ] (22%)  
25X1 were given to prospective career trainees, a figure slightly  
25X1 below the [ ] tests given to prospective career trainees  
25X1 tested during FY 1979. Proficiency tests were given in 29  
25X1 languages. However, almost three-quarters of the testing  
effort was concentrated on the following four languages:  
25X1 Spanish [ ] French [ ], German [ ], Russian [ ]. (C) 25X1

With the advent of the Language Incentive Program came  
an increased requirement for expeditious testing of employees  
being nominated to the program. In response to these  
requirements and in the face of reduced travel funds available  
to send testers overseas, the LS/TE developed the Recorded  
Oral Proficiency Examination (ROPE) whereby employees  
located in overseas posts can establish their oral language  
proficiency through use of a recorded test. ROPE tests have  
been developed in 16 different languages and, during FY 1980,  
[ ] cassettes were sent to the field. (U)

TABLE 15

ROPE Test Statistics  
1 October 1979 - 30 September 1980

<u>Language</u>	<u>Total Test Cassettes Made</u>	<u>Total Sent</u>	<u>Completed Test Returned</u>	<u>Returned Unused</u>	<u>Test Taken In LS</u>
Arabic (Eastern) BG21					-- 25X1
Chinese (Mandarin) BD93					--
French BK50					1
German BF70					--
Indonesian BL54					--
Italian BK87					--
Japanese BS96					--
Korean BT06					--
Portuguese (Brazilian) BL31					--
Russian (A) BQ54 Russian (B) BQ54					--
Spanish (New World) BL18					--
Spanish (Castilian) BL20					--
Thai BR21					--
Greek (Modern) BG06					--
Chinese (Cantonese) BE12					--
Swedish BF45					--
TOTALS					1
TOTAL--Languages	16	(S)			

## LANGUAGE INCENTIVE PROGRAM

In October 1979, the Agency instituted a new Language Incentive Program in an effort to increase the foreign language capabilities of Agency employees. The program contains a Language Use Award whereby employees occupying positions which have been designated as requiring knowledge of a foreign language can earn \$50 a bi-weekly pay period if their language proficiency equals or exceeds the requirement and is at least of minimum professional proficiency. Other features of the Language Incentive Program include a Language Achievement Award which is paid to participants for increasing their skills in incentive languages and a Maintenance Award for those who maintain their skills in designated languages. (U)

The total cost of the first year of the LIP was \$1,041,499 which consisted of [ ] Use Awards totalling \$896,799, [ ] Achievement Awards totalling \$105,250, and [ ] Maintenance Awards totalling \$39,450. (C)

25X1  
25X1Language Use Award Program

Since 1 October 1979 when the Language Incentive Program went into effect, there have been [ ] awards paid to Agency employees for fulfilling Unit Language Requirements at a total cost of \$896,799. Of the [ ] awards, [ ] are currently being paid. 136 of the original [ ] are NFAC awards which were terminated as of 29 December 1979. (C)

25X1  
25X1  
25X1

As of 1 October 1980, there were 2,314 Unit Language Requirements identified by Agency components. Of these, only 1,772 are eligible for cash awards largely due to NFAC's suspension of the Language Use Award Program for their Headquarters personnel (NFAC has kept its 28 overseas ULRs in the Program.). Of the 1,772 ULRs eligible for cash awards, 35% (625) are currently being paid. (C)

Due to the problems associated with testing field personnel, cash awards can be paid on a retroactive basis if the individuals meet the requirement established for their position when they become available for testing. Particularly in OSO where no tests are available for field testing the skills required for SIGINT positions, it is possible that a majority of OSO's FY 1980 awards will be paid in FY 1981 and beyond. The records show that many field personnel have not been tested; it has not been determined at this time if this is due to lack of testing or if there is no skill to test. (C)

Language Achievement Program

On 1 October 1979 the former Language Proficiency Cash Award Program (LPCA) established in 1971 became a part of the Language Incentive Program known as the Language Achievement Program. Persons enrolled in the LPCA were carried over to the Language Achievement Program with the only affecting difference the amount of the cash award paid upon actual achievement. (U)

As can be seen from Chart 3, the activation of the new Language Achievement Program had a tremendous impact on nominations to the program. There were [redacted] in FY 1980, compared to [redacted] in FY 1979, an increase of more than 200%. The yearly average of nominations to the program prior to FY 1980 was 144. (C)

25X1

CHART 3



25X1

25X1           Thirty-six percent [redacted] of the FY 1980 nominations  
-            were for achievement in French, German, Italian, Portuguese,  
-            or Spanish by employees in the DDO which in FY 1980 designated  
-            these languages as incentive languages for the first time.  
-            Even without the DDO nominations for these world languages,  
-            this year's nominations are still 11% above the yearly high  
25X1            [redacted] The remaining designations were made in [redacted] different  
languages. (C)            25X1

25X1           Due to the increased award amounts, more money was  
-            awarded this year than in any of the previous years of the  
-            Program. However, the number of awards was only slightly  
-            above the FY 1979 total [redacted] awards in FY 1980, [redacted] awards  
25X1            in FY 1979). The high year for awards paid was FY 1976 with  
25X1            152. An average of [redacted] awards are paid per year. (U)            25X1

Achievement Program designations were made in 33 different languages:

Group I	13
Group II	15
Group III	5
	<u>33</u>

(U)

Languages designated for the first time this year were Azerbaijani, Catalan, Estonian, and Tajik (or Tadzhik). (U)

Achievement Awards were paid in 26 different languages:

Group I	8
Group II	14
Group III	4
	<u>26</u>

(U)

Achievement awards were paid for the first time during FY 1980 in Dhari, Tajik and Uzbek. (U)

TABLE 16

Language Achievement Program

	<u>Designated FY 1980</u>	<u>Awards Paid FY 1980</u>	<u>Amount Paid</u>
<u>DDA</u>			
OC	2	0	\$ 0
O/DDA	2	0	\$ 0
	<u>4</u>	<u>0</u>	<u>\$ 0</u>
<u>NFAC</u>			
NIC	0	1	\$ 550
OER	30	14	10,750
OSR	12	4	3,550
OCR	37	10	6,350
OSWR	3	1	800
OIA	2	0	0
OGSR	6	2	900
OPA	3	3	2,550
	<u>93</u>	<u>35</u>	<u>\$ 25,450</u>
<u>DDS&amp;T</u>			
OTS	3	0	\$ 0
OSO	2	6	4,450
FBIS	11	10	8,500
	<u>16</u>	<u>16</u>	<u>\$ 12,950</u>

DDO

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25X1

CIA TOTAL

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(C) 25X1

TABLE 17  
Incentive Languages

<u>Level</u>	<u>Language</u>	<u>Designation</u>	<u>Award</u>
1	Afrikaans		
2	Amharic		
3	Arabic		
2	Azerbaijani		
2	Bulgarian		
1	Catalan		
3	Chinese (Cantonese)		
3	Chinese (Mandarin)		
2	Czech		
2	Dhari		
2	Estonian		
1	Danish		
1	Dutch		
2	Finnish		
1	French		
1	German		
2	Greek		
2	Hungarian		
1	Indonesian		
1	Italian		
3	Korean		
3	Japanese		
2	Persian		
2	Polish		
1	Portuguese		
1	Romanian		
2	Russian		
2	Serbo-Croatian		
1	Spanish		
1	Swahili		
1	Swedish		
2	Tajik		
2	Thai		
2	Turkish		
2	Uzbek		
2	Vietnamese		

(U)

Maintenance Award Program

25X1

In October 1980,  Maintenance Awards totaling \$39,450 were sent to the sponsoring component for authorization of payment. At that time, there were  individuals enrolled in the Program. (C)

25X1

Testing of field personnel is again a problem in the prompt payment of awards. Several of the awards due for payment on 1 October 1980 will be paid on a retroactive basis upon verification of tested proficiency of the required levels. (U)

TABLE 18

Maintenance Program  
Awards Paid 1 October 1980

<u>Designations</u>	<u>Awards</u>	<u>Amount</u>
---------------------	---------------	---------------

25X1			
------	--	--	--

OCR	42	15	\$ 7,600
OER	10	2	1,000
OIA	7	5	2,600
OPLA	8	4	2,100
OSR	18	2	1,150
OSWR	2	1	450
			<hr/>

NFAC	87	29	\$14,900
------	----	----	----------

OTS	13	10	5,600
FBIS	3	0	0
			<hr/>

DDS&T	16	10	\$ 5,600
-------	----	----	----------

TOTAL			(C)
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25X1

TABLE 19

Maintenance Languages      Numbers in Program

Arabic  
Chinese  
Czech  
Dutch  
Finnish  
French  
German  
Hungarian  
Indonesian  
Italian  
Japanese  
Norwegian  
Persian  
Polish  
Portuguese  
Russian  
Serbo-Croatian  
Spanish  
Swahili  
Swedish  
Thai  
Turkish  
Vietnamese



25X1

(C)

Group I	10
Group II	10
Group III	3
	<u>23</u> (U)

## NEW EMPLOYEES WITH FOREIGN LANGUAGE SKILLS

Career Trainees: [redacted] career trainees entered on duty with the Agency during FY 1980. 96% of these new employees claimed knowledge of a foreign language and approximately half of these professed a capability in two or more languages. After testing, career trainees accounted for just [redacted] professional-level speaking capabilities, which reflects the disparity between the level of ability applicants think they have and that which constitutes professional proficiency. It is also an indication of the status of foreign language education in the United States, since only 5 of the 25 who majored in foreign languages were among those attaining professional-level proficiency. The professional-level speaking capability possessed by the career trainees occurred in the following languages: Spanish - [redacted] Italian - [redacted] German - [redacted] Russian - [redacted] French - [redacted] Japanese - [redacted] and Polish - [redacted]. Six of these skills were at the full professional or native level. The career trainees also brought with them a considerable wealth of limited professional [redacted] and elementary [redacted] level skills. (C)

25X1

25X1

25X1

TABLE 20  
Professional-level Language Skills of CTs

Fiscal Year	No. of CTs	No. of S-3 and Better Skills	Average No. of S-3 and Better Skills per CT	No. of R-3 and Better Skills	Average No. of R-3 and Better Skills per CT
1974	[redacted]		.54	[redacted]	.75
1975	[redacted]		.25	[redacted]	.47
1976	[redacted]		.28	[redacted]	.48
1977	[redacted]		.29	[redacted]	.53
1978	[redacted]		.10	[redacted]	.23
1979	[redacted]		.22	[redacted]	.42
1980	[redacted]		.15	[redacted]	.30

(C)

Language Skills of Other New Employees: Apart from the career trainees, [ ] new staff employees entered on duty in FY 1980, of whom [ ] or 21% took language proficiency tests. [ ] (34%) of those tested received scores at or better than the minimum professional level in speaking, as compared to 16% during FY 1979. These skills were distributed among 14 languages: Mandarin Chinese [ ]; Spanish [ ]; French [ ]; German [ ]; Cantonese Chinese [ ]; Russian [ ]; Arabic [ ]; Vietnamese [ ]; Italian [ ]; Polish [ ]; Japanese [ ]; Hungarian [ ]; Portuguese (1); and Finnish (1). Of the EOD's tested, [ ] (21%) received a score at the limited working proficiency level (S-2). One hundred and twenty-eight or 51% of the [ ] new employees who took proficiency tests received at least a minimum professional level (R-3) in reading as compared to 36% in FY 1979. (C)

25X1

25X1

25X1

25X1

25X1

**SECRET**

**SECRET**